

The Source



News for Small, Minority, Women and Disadvantaged Business Enterprises

Volume 9, Number 2

August – September 2004

EXPO 2004

Mayor Bill White will be the Awards Luncheon Keynote Speaker at EXPO 2004, Thursday, September 9th, at the George R. Brown Convention Center. Richard A. Huebner, Executive Director, Houston Minority Business Council, says, "Mayor White has consistently shown a very strong advocacy for minority business and we are extremely honored to have him as our Keynote Speaker".

Mayor White will be the perfect champion for EXPO's 2004 theme, "*What's Your Vision?*" Whether *your vision* as a corporation or governmental agency is to expose more MBEs to your purchasing managers or increase the number of MBE suppliers to your company or agency, you'll find the answers at EXPO 2004. Or, if you are a minority business and *your vision* is to establish a relationship that will lead to business opportunities

or to gain more insight into corporate or government purchasing habits, you'll find the answers at EXPO 2004.

"Kicking off" EXPO 2004 will be the EXPO Reception held on Wednesday, September 8th from 5:30 p.m. – 9:30 p.m. The reception is sponsored by HMBC certified minority business enterprises (MBEs). It provides an excellent opportunity for everyone to network in a festive and relaxed atmosphere prior to the next day's flurry of activity on the exhibit floor and One-to-One Sessions. This year's EXPO Reception will be held at Artista, 800 Bagby (in the Hobby Center).

EXPO 2004, Texas' largest minority business development trade-fair, will be at the George R. Brown Convention Center (Exhibit Hall C) on Thursday, September 9th from 7:15 a.m. – 4:00 p.m.

Schedule of Events

September 8, 2004 5:30 p.m. – 9:30 p.m.	EXPO Reception - Artista, 800 Bagby (in the Hobby Center)
September 9, 2004 7:15 a.m. – 8:15 a.m.	Sponsor Recognition Breakfast - Start the day with a hearty breakfast, good networking and lots of fun as sponsors are recognized.
8:30 a.m.	Ribbon Cutting - Official opening to the Exhibit Hall to begin a full day of business networking.
8:30 a.m. – 11:30 a.m.	Products EXPO - Opportunity to introduce your company's products to buyers.
11:30 a.m. – 1:30 p.m.	Awards Luncheon - Mayor Bill White Keynote Speaker
1:45 p.m. – 4:00 p.m.	Services EXPO - Present your services to contractors and end-users from more than 150 leading corporations and government agencies.
9:00 a.m. – 4:00 p.m.	One to One Sessions - These are pre-arranged 15-minute meetings that are designed to allow certified MBEs to explore and identify product/service contract opportunities.

Inside Highlights

From the Director	2
MWDBE Management and Contract Compliance System	2
Town Hall Meeting for MWBE Program Stakeholders	3
Lead, Manage or Move! Management Seminar	3
The Basics of Grant Writing	3
Small Contractors Training Series Graduation	4 – 5
Check out our Web Site	6
Upcoming Seminars	7
Customer Satisfaction Survey	Insert

DON'T MISS EXPO 2004!

Register early at www.hmhc.org or call (713) 271-7805



From the Director

July marked the beginning of a new fiscal year for the City of Houston. The Affirmative Action and Contract Compliance team is entering our new year with a renewed commitment to operate with increased efficiency and provide exceptional customer service.

Fiscal Year '04 definitely had its challenges, especially with regard to staffing. However, thanks to the support of Mayor White, we have received additional resources, which are enhancing our ability to better serve you. We have added five new positions to our division's roster, with a heavy concentration on the Certification and Outreach Section.

While FY 04 may have had its challenges, the Affirmative Action Division also achieved some major triumphs. With the support of the Information Technology and Finance and Administration departments, we acquired an online MWDBE Management and Contract Compliance software system, which will not only manage our certification process from application submittal to completion, but also provide for computerized monitoring and verification of MWBE participation on City contracts.

Another highlight of FY 04 was a Small Contractors Training Series, which was the result of a partnership between the City of Houston, Houston Chapter of Associated General Contractors, the Houston Contractors Association, the Houston Independent School District, the Port of Houston Authority, METRO, the Alliance of Minority Contractors of Houston, the University of Texas Bonding and Technical Assistance Program, and the Houston Minority Business Development Center. The team's objective of providing meaningful information to enhance subcontractor performance was successfully met, as 73 participants attending at least 8 of the 10 sessions, graduated from the program.

For FY 05, our vision is clear. We will work on working to exceed your expectations. Please help us assess our efforts by providing your honest feedback on the enclosed Customer Satisfaction Survey.

Wishing you success ~

Director

News Briefs

City of Houston Introduces New MWDBE Management and Contract Compliance System

The Mayor's Office of Affirmative Action and Contract Compliance, in conjunction with the Finance and Administration and Information Technology departments, is pleased to announce a new MWDBE Management and Contract Compliance System. The web-based software system will be accessible to all City departments, MWDBEs, contractors and the public; and includes the following key features:

- Enhanced online MWDBE Directory, with key-word search capabilities
- Communication with contractors via e-mail, regarding compliance issues
- Submission of contractors' monthly utilization reports online, and automated tracking of MWDBE goals
- Automatic MWDBE verification of payment notices
- Tracking of MWDBE certification applications from submission to completion
- Flexible reporting capabilities

For more information, please call 713.837.9024 or 713.837.9027.

Joseph Kurian to serve as Acting Manager of the Contract Compliance Section

The Affirmative Action and Contract Compliance Division has announced that Joseph Kurian is serving as Acting Manager of the Contract Compliance section. Kurian has worked for the City for over 22 years. He started his career with the City in June of 1982 in the Mayor's Office on Aging. In June of 1985 he moved to the Mayor's Office of Affirmative Action and Contract Compliance. Prior to becoming the Contract Compliance section's Acting Manager, Kurian worked in the section as an Administrative Coordinator.

**Mark your Calendar
for the Town Hall Meeting
for MWBE Program
Stakeholders on August 25th**

Town Hall Meeting for MWBE Program Stakeholders

On Wednesday, August 25, 2004 there will be a Town Hall meeting for MWBE Program Stakeholders at the George R. Brown Convention Center, Room 307, from 6:00 p.m. to 8:00 p.m. This Town Hall meeting will serve as a forum for MWDBEs, prime contractors, resource and professional organization representatives, and others to provide the City with feedback on the MWBE Program. Departmental representatives, resource agency providers, and contracting information will also be available.

The City of Houston's MWBE program was created in August 1984 with the passage of Ordinance 84-1309 – the first of its kind in the State of Texas to set forth specifics for the inclusion of minority and women owned businesses in City contracting. This year the program celebrates its 20th anniversary.

The program's success can be measured in the 1,300+ certified firms and the \$2.3 billion that has been awarded to MWBEs since the passage of Ordinance 84-1309. Additionally, a significant number of certified firms have grown from sub contractors to primes, competing for City contracts on equal footing with other bidders and proposers. The MWBE program has also created business relationships that now extend beyond the realm of City contracting. The program has been expanded to include a graduation component for established firms, as well as a sister program for businesses owned by persons with disabilities.

If you plan to attend the Town Hall meeting and you are a person with a disability and need a reasonable accommodation, call 713.837.9000 (Relay Texas 1.800.735.2989 or 7.1.1). We cannot ensure the availability of appropriate accommodation without prior notification.

“The Basics of Grant Writing” Seminar

The City of Houston and the Houston Small Business Development Center will be hosting “The Basics of Grant Writing” seminar on Wednesday, September 22, 2004 at the Business and Technology Center (Palm Center) located at 5330 Griggs. The seminar will be held from 8:30 a.m. to 4:00 p.m.

Topics to be discussed during the seminar include: Deciding to Apply for Funding; Public Versus Private Funds; Source of Funding Information; Planning and Developing the Proposal; The Application Narrative; The Budget; The Appendix, Forms and Assurances; Submission Review and Award; and Managing Grants.

There will be no charge for the seminar. Class size will be limited to the first 75 participants that register. For more information or to register for the series, please call the Affirmative Action and Contract Compliance Division at 713.837.9043 or fill out the registration form on the Upcoming Seminars page of this edition of *The Source* and fax it to the Affirmative Action Division at 713.837.9060.

“Lead, Manage or Move!” Management Seminar

The City of Houston's Affirmative Action and Contract Compliance Office and the Houston Small Business Development Corporation will be hosting the management seminar “Lead, Manage or Move!” on Tuesday, August 31, 2004 at the Business and Technology Center (Palm Center) located at 5330 Griggs. The seminar will be held from 10:00 a.m. to 12:00 noon. Gloria Smith of PSA Consulting will conduct the program.

Topics to be discussed during the seminar include: the definition of management; management functions (planning, organizing, directing, and controlling); supervision vs. management; leadership vs. management; the cost of management; decision making; delegation; and prioritization.

For more information, to register for the class, or if you are a person with a disability and need a reasonable accommodation, call the Affirmative Action and Contract Compliance Division at 713.837.9043 (Relay Texas 1.800.735.2989 or 7-1-1). We cannot ensure the availability of appropriate accommodation without prior notification. To register, you may also fill out the registration form on the Upcoming Seminars page of this edition of the Source and fax it to the Affirmative Action Division at 713.837.9060 or you may e-mail your registration by sending your name, your company's name, your address, and your telephone number to juan.padilla@cityofhouston.net. Please call, fax, or e-mail your registration information as soon as possible because seating is limited.

Seventy-Three Individuals Recognized at Graduation Ceremony for the Small Contractors Training Series

Recently, the City of Houston's Affirmative Action and Contract Compliance Division, in partnership with the Houston Chapter of the Associated General Contractors (AGC), the Houston Contractors Association, the Houston Independent School District, the Port of Houston Authority, METRO, the Alliance of Minority Contractors of Houston, the University of Texas Bonding and Technical Assistance Program, and the Houston Minority Business Development Center, sponsored the Small Contractors Training Series. Classes were held on Tuesdays, from April 13th through June 15th, at the AGC Office located on Dacoma. On June 22nd, individuals completing at least eight of the ten classes were recognized at a graduation ceremony at the George R. Brown Convention Center.

At the graduation ceremony, Velma Laws, Director of the Mayor's Office of Affirmative Action and Contract Compliance, presented a proclamation from Mayor Bill White proclaiming June 22nd as Small Contractors Day. Barbara Bailey, Susan Nittka, Cheryl Bonner and Jeri Haynes, all with AGC, and Juan Padilla, with the City, were awarded certificates of appreciation for their efforts in making the series a success.

This was the first year that the training series was offered. The curriculum for the series was designed to provide small contractors with first hand information on what prime contractors want, need, and expect, as well as, management and technical training to enhance their knowledge. Topics discussed included: Setting up Cash Flow Management Systems; Understanding Payment Terms; Obtaining Insurance and Bonding; OCIP/ROCIP; Delivery Systems; Plans, Specs, Scope of Work; Bidding; Estimating; Contract Law; Project Management/Scheduling; Record Keeping; Requests for Payment; OSHA Safety; and Environmental Issues.

The instructors / panelists for the series were: Pat Kiley, Terry Williamson, Greg Stringer, Chief Rufus Davis, Milton Thibodeaux, Suzy Robertson, Thomas Coale, Christy Breining, Jo Ann Parker, Larry Townsend, Deidra Sutton, Randy Lowrance, Perla Lane, George Tamez, Tu Dao, Greg Reyes, Mike Vaughn, Lenny Enderle, Ellis Landreth, Elizabeth Debaillon, Dale R. Trevino, Clarence Gray, and Chris Roberts.

Congratulations to the graduates of the 2004 Small Contractors Training Series:

Mahdee Aleem	Paulette Gadison	Daniel E. Meneses	Maria I. Rodriguez
Richard Almeida	Juan L. Garza	Charles Mgbeike	Chris Rosette
Robert Alvarado	John Gay	Anthony Miller	Ricardo Saldana
Frank Amakwe	Fred Gonzales	Michael Coamy Nguyen	Gloria Sanchez
Dwight Baker	Lewis Grisby Jr.	Peter Nguyen	Julian Sierra
Sharon Baker	David Guerrero	Tracy Noskrent	Millie Sierra
Alex Balmaceda	Ann Guliex	Rex Onyejiaka	Sonya Simon
Dalila Balmaceda	Ruth Herrera	Dolores Orta	Gloria Parker Smith
Chris Balque	Jose L. Jimenez Sr.	Tony Orta	Ev Stephen
Frank Bangilan	Amy Johnson	Lorene Ortega	Juan Suarez
Tk'nique Barnes	Cornell Johnson	Patrick N. Perry	Thomas A. Whatley Jr.
Barbara Sidney-Brown	Aubrey Langley	Julia L. Phlegm	Patricia Wickers
Gloria Callejas	Nguyen Lam	Jeannete Pizana	Kathi White
Patricia Brown-Camacho	Keith Lanier	Brica Ragster	Dwyatt Williams
John Creech	Bernard Lee	Steven Raymond	Loraina Williams
Consuelo Davis	Michael Lee	Mali Reed	John P. Zepeda
Manuel Dominguez	Hector Lopez	Alan Reeves	
Drew Edwards	Colleen G. McAdoo	Linda Reichardt	
Betty Fabian	Jan McCartney	Maria Rodriguez	



Small Contractors Training Series



Affirmative Action and Contract Compliance Director Velma Laws reads a proclamation from Mayor Bill White proclaiming June 22, 2004 as Small Contractors Day.



Graduation / Networking Event
June 22, 2004

Day Laborer Centers

The City of Houston works with three non-profit organizations to coordinate three Day Laborer Centers. These Day Laborer Centers provide locations to assist day laborers that are looking for jobs and contractors looking for day laborers. Each Center has its own rules and regulations. Listed below is the contact information for the Day Laborer Centers:

1. Job Development Center
2 Sampson
Houston, TX 77003
Phone: 713.236.8330
2. First Human Capital Day Laborer Center
3401 Hardy
Houston, TX 77009
Phone: 713.333.2922
3. Monsignor Oscar Romero Day Laborer Center
6909 Hillcroft
Houston, TX 77081
Phone: 713.661.5343

Volunteer Initiative Program

On April 20, 2004, Mayor Bill White kicked off the City of Houston's new Volunteer Initiative Program (VIP). The VIP, directed by Rogene Gee Calvert, is a citywide volunteer program. It is designed to allow Houstonians with diverse skills and expertise the opportunity to experience local government while giving back to the community. "I think public-spirited Houstonians will find some wonderful opportunities that will meet many areas of interest and all levels of skill. It's a win-win chance for all of us to make this great city even better," said Mayor White.

Mayor White believes in recognizing the hard work of those who have done an exemplary job in their volunteer service for the City of Houston. Therefore, at the April 27, 2004 City Council meeting, he recognized several volunteers, who included two outstanding volunteers for the Municipal Volunteer Parking Program (MVPP). The MVPP trains and certifies citizens to issue citations to vehicles illegally parked in accessible parking spaces. In 2004, MVPP municipal volunteers have been instrumental in helping to write over 2,000 citations. This could not have been done without the excellent service of volunteer workers.

Citizens who are interested in volunteering for the City of Houston may contact Rogene Gee Calvert, Director of Personnel and Volunteer Initiative Program, at 713.437.6165. Or, visit the City of Houston website at www.ci.houston.tx.us/volunteer and download the application.

Check out our Web Site

Recently our web site was updated to include the new editions of the *City Contracting Guide* and the *Sources of Assistance*. These publications are compiled by the Affirmative Action and Contract Compliance Office. Additionally, the *Construction Industry Resource Guide*, which was recently compiled in conjunction with the Small Contractors Training Series, has been added to our web site. View these publications and current newsletter by going to www.ci.houston.tx.us/citygovt/mayor/aacc/publications.htm.

Listed below is a brief description of the publications:

- *The Source* is a quarterly newsletter that provides news for small, minority, women, and disadvantaged business enterprises. Upcoming seminars and a registration form appear in each edition of the newsletter.
- The *City Contracting Guide* is a 40-page document that provides information about how to do business with the City of Houston as well as departmental contacts.
- The *Sources of Assistance* is an 18-page document that provides contact information on areas of interest to business owners such as certification programs, business resources, and financial resources.
- The *Construction Industry Resource Guide* is a 17-page document that provides contact information on areas of interest to construction related businesses such as web sites that provide contracting opportunities; construction related organizations and associations; and certification programs.

Our certification application and several forms are also available online at www.ci.houston.tx.us/forms/. If you have questions regarding these publications, applications, or forms, please call 713.837.9000.

The Source for S/M/W/DBE news is published by the
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Affirmative Action and Contract Compliance

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Velma Laws, Director

Upcoming Seminars

Fundamentals of Small Bus.
Mgmt. training series (series
began on August 10th)

August 24, 31, September 7, 14, 21,
and 29, 2004
4:00 p.m. to 6:00 p.m.
(except for the final session, which is
4:00 p.m. to 6:30 p.m.)
KBR facility
4100 Clinton Drive
Houston, TX 77020

This training program is designed to enhance the technical and managerial skills of small business owners. Topics to be discussed during the series include: small business tax concerns; marketing and business development; developing proposals; contracting; project management; and strategic planning / strategic alliances.

How to do Business with the
City

August 24, 2004
10:30 a.m. to 12:00 noon
City Hall
900 Bagby, Basement, Conf. Room
#1
Houston, TX 77002

Learn the ins and outs of doing business with the City of Houston including information on bids & proposals for purchasing, professional, construction, and engineering services.

"Lead, Manage or Move!"
(management seminar)

August 31, 2004
10:00 a.m. to 12:00 noon
Business and Technology Center
(Palm Center)
5330 Griggs
Houston, TX 77021

Topics to be discussed during the seminar include: the definition of management; management functions (planning, organizing, directing, and controlling); supervision vs. management; leadership vs. management; the cost of management; decision making; delegation; and prioritization.

The Basics of Grant Writing

September 22, 2004
8:30 a.m. to 4:00 p.m.
Business and Technology Center
(Palm Center)
5330 Griggs
Houston, TX 77021

Learn the basics of grant writing. Topics to be discussed during the seminar include: Deciding to Apply for Funding; Public Versus Private Funds; Source of Funding Information; Planning and Developing the Proposal; The Application Narrative; The Budget; The Appendix, Forms and Assurances; Submission Review and Award; and Managing Grants.

FAX this response form to 713.837.9060 to reserve your seat today!

Yes, I will attend the following events:

- ☐ Fundamentals of Small Business Mgmt. Training Series
☐ How to do Business with the City
☐ "Lead, Manage or Move!"
☐ The Basics of Grant Writing

Name _____

Company _____

Address _____

City/State/Zip _____

Phone _____

E-mail Address _____

Call 713.837.9043 (Relay Texas 1.800.735.2989 or 7.1.1) for more information or if you are a person with a disability and need a reasonable accommodation. We cannot ensure the availability of appropriate accommodation without prior notification.

What You Think is Important to Us!

The Affirmative Action and Contract Compliance Division is committed to providing outstanding customer service to our customers. To meet this commitment, we need your help. We need to know what you think about our past efforts. Please take a few moments to fill out the Customer Satisfaction Survey on the next page. If you rate any category less than strong, please provide specific comments. Your input will help us to enhance our service delivery and exceed your expectations.



Velma Laws, Director
Mayor's Office, Affirmative Action and Contract Compliance Division

Upon completion of the Customer Satisfaction Survey, you may fax it to us at 713.837.9055 or you may mail it to us at:

Affirmative Action Division
City of Houston
P.O. Box 1562
Houston, TX 77251-1562

If you prefer to e-mail the survey to us, you may download the survey from our web site. To locate the survey, go to www.ci.houston.tx.us/forms/, go to the Affirmative Action section, and then select Customer Satisfaction Survey. You may e-mail the form to us at AffirmativeAction@cityofhouston.net.



**CITY OF HOUSTON
AFFIRMATIVE ACTION AND CONTRACT COMPLIANCE DIVISION**

CUSTOMER SATISFACTION SURVEY

ARE YOU:

☐

City of Houston Employee

☐

Business Owner

☐

Government Representative

☐

Community Representative

☐

Other

CUSTOMER SERVICE:

EXCELLENT

STRONG

NEEDS IMPROVEMENT

How would you rate:

a. the manner in which you were greeted

☐☐☐

b. the promptness in which your concerns were addressed

☐☐☐

c. the efforts of our staff

☐☐☐

Reason for rating (optional):

☐☐☐

WORKSHOPS/SEMINARS:

How would you rate:

a. the importance of this topic to your business

☐☐☐

b. the presenter's knowledge of subject matter

☐☐☐

c. the information and/or materials

☐☐☐

Reason for rating (optional):

☐☐☐

FIELD AUDITS: (if applicable)

How would you rate the staff member's:

a. knowledge of the process

☐☐☐

b. professional manner

☐☐☐

Reason for rating (optional):

☐☐☐

FACILITY:

☐

611 Walker

☐

Other

How would you rate:

a. the location

☐☐☐

b. the parking

☐☐☐

c. the accommodations (lighting, seating, sound, etc.)

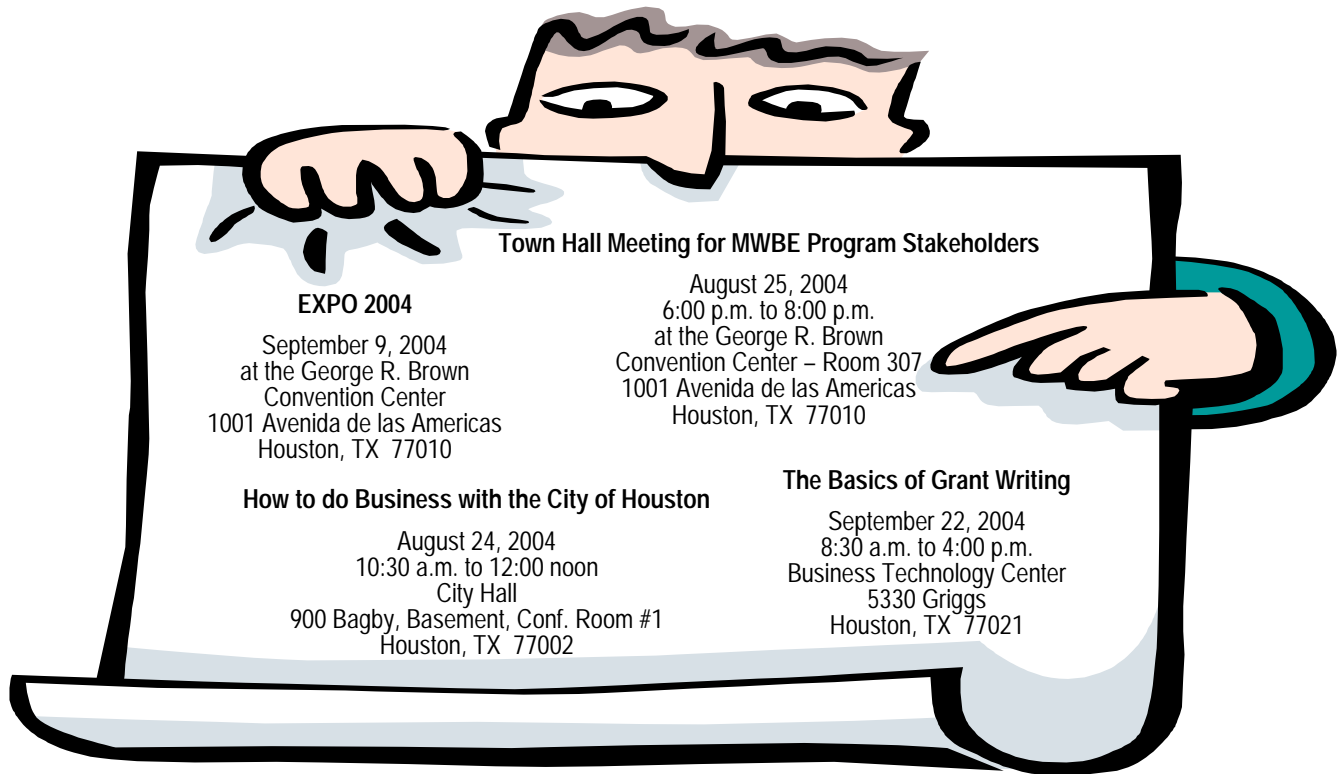
☐☐☐

Reason for rating (optional):

☐☐☐

ADDITIONAL COMMENTS:

Don't miss these upcoming events...



City of Houston
Affirmative Action and Contract Compliance
611 Walker, 20th Floor
Houston, TX 77002

Check Out The Source!